



## MICHIGAN LEADERSHIP DEVELOPMENT PROGRAM

### OFFICE OF GOVERNOR JENNIFER M. GRANHOLM STATE OF MICHIGAN

Summer 2007 MLDP Dates: June 5-August 17, 2007

#### APPLICATION AND SELECTION PROCESS

**Please make sure that your application is postmarked no later than Monday, April 30, 2007, to be considered for the Summer 2007 Executive Office Internship Program.** An application checklist is provided below to help you assemble the required information. The application form is also available on the Michigan Leadership Development Program ("MLDP") website at [www.michigan.gov/mldp](http://www.michigan.gov/mldp).

Applications for the Summer 2007 Executive Office Internship Program are reviewed on a rolling basis. As soon as an application is complete, it is reviewed. This means that candidate selection decisions are made as applications are received. It also means that the program may fill prior to the published application deadline of **April 30, 2007**. Consequently, we encourage you to apply as early as possible.

Candidates will be notified as to the status of their application (whether they will be invited to interview) after their submissions have been processed. After completion of candidate interviews, invitations to join the Executive Office Internship Program will be extended.

The Office of the Governor embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation or physical ability. The Office of the Governor and the State of Michigan are equal opportunity employers.

#### APPLICATION CHECKLIST

Your file will be considered complete when all of the items in the application checklist are received. We recommend keeping a copy of your application materials and all materials submitted with it. Please do not submit any supplemental application materials other than those specifically requested in the application checklist.

- One copy of a fully completed application form, including the written essay
- Professional-quality resume (no more than two pages)
- 3 – 5 page writing sample

#### MLDP CONTACT INFORMATION

Please address all correspondence (e.g., completed applications or inquiries) to:

**Michigan Leadership Development Program**  
P.O. Box 30013, Lansing, Michigan 48909  
Attn: Internship Program Coordinator

Phone 517.373.3400 – Fax 517.241.2910 – Email [internship@michigan.gov](mailto:internship@michigan.gov)

On the World Wide Web at [www.michigan.gov/mldp](http://www.michigan.gov/mldp)

**\* EMAIL SUBMISSIONS:** Please email your completed application, resume and writing sample to [internship@michigan.gov](mailto:internship@michigan.gov).

## PERSONAL AND CONTACT INFORMATION

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Last Name	First Name	Middle Initial or Name
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Current Street Address

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City	State	Zip	Telephone	E-mail
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Until what date will your current address apply?

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Permanent Street Address (if different than above)

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City	State	Zip	Telephone
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Where and how did you learn about the Michigan Leadership Development Program?

**While the following information is not required, reaching out to a diverse constituency is a MLDP priority. Providing the following demographic information would be greatly appreciated, and very useful in determining the success of these efforts.**

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Date of Birth	Sex
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Race/Ethnicity	Political Party Affiliation
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First Language	Other Languages Spoken
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Are you a U.S. citizen? If other, please indicate.

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Do you require special accommodations because of a disability?

## EDUCATIONAL BACKGROUND

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Name and Location of College or University Attended

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Class Status

Cumulative GPA

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Field(s) of Study or Concentration(s)

Concentration/Major GPA(s)

---

Degree Expected

Date Expected

---

Name and Location of Graduate or Professional School Attended

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Class Status

Cumulative GPA

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Field(s) of Study or Concentration(s)

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Degree Expected

Date Expected

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Briefly describe your computer skills (i.e. programs with which you are familiar)

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Do you intend to receive academic credit for this internship? (If yes, please be sure to complete the section below pertaining to Faculty Advisor information)

## INTERNSHIPS FOR ACADEMIC CREDIT – FACULTY ADVISOR INFORMATION

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Faculty Advisor

Academic Institution

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Department/Address

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Email Address

Telephone Number

## DIVISION PLACEMENT PREFERENCE

Please select your desired internship location from the list below. At least 95-98% of internships will be in the Governor's Lansing office. Only 1-2 interns will be placed in each satellite office. Satellites do not have distinct divisions. If you wish to be considered for placement in both a satellite and our Lansing office, please indicate each location.

- ☐ Lansing Executive Office (*Please provide division preferences if selecting our Lansing office*)
- ☐ Marquette Michigan
- ☐ Detroit Michigan
- ☐ Washington D.C.

Please select your **three** most favored division choices for Lansing placement – see Attachment B for division descriptions. Do not select from the following list if you wish to intern in a satellite office only.

- |   |  |
|---|--|
| <input type="checkbox"/> Appointments             | <input type="checkbox"/> Lieutenant Governor's Office              |
| <input type="checkbox"/> Communications           | <input type="checkbox"/> Public Policy                             |
| <input type="checkbox"/> Constituent Services     | <input type="checkbox"/> Governor's Residence (Hospitality Majors) |
| <input type="checkbox"/> Scheduling               |  |
| <input type="checkbox"/> First Gentleman's Office |  |
| <input type="checkbox"/> Legal Counsel            |  |

Please note that the number of internships is limited. **You cannot be guaranteed** any of your preferences. If you cannot be placed with any of your preferred Divisions, your placement will be based as much on your academic background and your future vocational plans as possible.

## WRITTEN RESPONSE SECTION

Please type a response to the following queries on a separate sheet of paper using no more than 500 words: Briefly, what qualities or attributes will you bring to the Executive Office? What are your career goals and plans? How would your selection to this program assist you in achieving these goals? What do you expect to gain from this program? Finally, if you prefer placement with any particular division, explain why that is the case.

## REFERENCES

The MLDP requires that you provide two references. Your first reference should be from a professional setting. Other references may come from community or volunteer colleagues, college faculty, and/or other personal references (excluding relatives).

### Reference 1 (Professional Reference):

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Name

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Title/Organization

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Street Address

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City

State

Zip

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Telephone (day)

E-mail Address

Relationship to Applicant

## REFERENCES CONTINUED

### Reference 2:

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Name

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Title/Organization

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Street Address

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City

State

Zip

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Telephone (day)

E-mail Address

Relationship to Applicant

## DECLARATION ON APPLYING

By submitting this application, I affirm that I have reviewed the entire application, and that to the best of my belief and knowledge, the information provided is true and accurate. I further understand:

- That I may be required to submit proof of previous employment, education, military service or any other statements in this application.
- That my signature below authorizes the release of this and other information covering job related factors for purposes of verification and determination of suitability for participation in the Michigan Leadership Development Program.
- That, except for circumstances beyond my control, if accepted into the Michigan Leadership Development Program, I will complete the Program in its entirety.
- That respect for and strict observance of confidences shared on assignment, in seminars and over the course of the Program are absolutely essential. Any violation of confidence is grounds for dismissal from the program.
- That the State of Michigan assumes no obligation of employment subsequent to the Michigan Leadership Development Program.

My signature below affirms my **Declaration on Applying**.

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Printed Name

\*Signature

Date

**\* For electronic submissions, please type your initials in the signature field. By typing your initials, you affirm your Declaration on Applying.**

## **MICHIGAN LEADERSHIP DEVELOPMENT PROGRAM**

### **Summer 2007 Executive Office Internship Program ATTACHMENT A**

#### **Skills sought from participants in the Michigan Leadership Development Program**

- Excellent writing, communication and proofreading skills
- A desire to learn accompanied by the ability to ask questions
- High degree of integrity and ethical conduct
- Punctuality and dependability
- Professional demeanor
- Strong individual initiative/work ethic
- Basic computer skills, as well as knowledge of or willingness to learn other computer skills essential to the operations of each Division (Word, Excel, PowerPoint, etc.)
- Be able to work both independently and as a team member; interpersonal skills
- Interest in public service and the desire to be a part of an efficient, hard working component of Governor Jennifer M. Granholm's Executive Office

*Additional Division-specific skills are listed with the appropriate Division position description.*

## **MICHIGAN LEADERSHIP DEVELOPMENT PROGRAM**

### **Summer 2007 Executive Office Internship Program** **ATTACHMENT B (Division Descriptions)**

#### **Appointments Division**

This Division recommends persons to the Governor for appointment to state boards, commissions, judicial vacancies, and boards of certain public universities. This involves researching applicant qualifications, attending interviews and assisting in candidate recommendations.

#### **Communications Division**

This Division works with the media to inform the public of the Governor's goals, actions, and ideas. Information is provided through the preparation and coordination of news releases, news conferences, and audio and video presentations. This Division also prepares a large volume of speeches and issue papers for the Governor.

#### **Constituent Services Division**

This Division reviews constituent correspondence, drafts replies, coordinates agency support, issues gubernatorial tributes, proclamations, and letters recognizing special events and noteworthy achievements. It is also responsible for responding to constituent visits and phone calls to the Governor's Office.

#### **Governor's Residence**

The Governor's Residence staff provides logistical planning and coordination of events ranging from large scale public occasions to small dinner parties. Additionally, this staff also ensures the upkeep and presentation of the Residence grounds and the preparation and presentation of cuisine. Intern candidates interested in a position within the Governor's Residence should have a background in Hospitality\Business, Horticulture, or Culinary Arts. Depending on a candidate's background, interested applicants should expect to work closely with the, the Residence Manager, the Head Chef, or the resident Horticulturist.

#### **Office of the First Gentleman – Daniel Granholm Mulhern**

In addition to working on special projects that involve researching, gathering information and attending events with Mr. Mulhern and his staff, interns in this office will help the First Gentleman grow his Mentor Michigan initiative and other initiatives meant to help Michigan children.

## **Legal Counsel**

This Division provides legal counsel to the Governor. It also reviews legislation; drafts and negotiates compacts; reviews charters, inter-local agreements, resolutions created by local units of government, extraditions, pardons, commutations, certificates of good conduct for prisoners within Michigan's penal system and administrative and emergency rules submitted by each state department; confers with the Attorney General on significant litigation; and supervises the judicial selection and appointment process. In addition, the Division drafts executive orders, directives and proclamations.

## **Office of the Lieutenant Governor**

The Lt. Governor constitutionally serves as Governor in the absence of the Governor and serves as President of the State Senate. Also, the Lt. Governor is a voting member of the State Administrative Board and serves as Chair in the absence of the Governor. Some additional responsibilities are to serve as the point person for Bay, Genesee, and Saginaw counties and to take a leadership role in conservation issues.

## **Public Policy Division**

The Policy Division assists state officials in the development and implementation of executive initiatives, and provides policy advice to the Governor.

*The following majors are preferred:*

Economics  
Political Science  
Public Policy and Public Administration  
Sociology  
Social Work  
Business

*OR one of the following majors with a demonstrated interest in the public policy aspects of each field:*

Agriculture and Natural Resources  
Criminal Justice  
Labor and Industrial Relations  
Urban Planning  
Education  
Public Health, Nursing, or Medicine  
Women's Studies, African-American Studies, Asian-American Studies, and similar programs.

*If interested in placement with Public Policy, the writing sample submitted must be a paper written for an academic class on any public policy topic. Writing samples for Public Policy can be longer than five pages if necessary.*

### **Additional Skills Sought by the Public Policy Division:**

- All-purpose computer skills (Word, Excel, PowerPoint, etc.).
- Research skills beyond simply the internet (Social Science databases, Lexis/Nexis, etc.).
- Genuine desire to work on public policy issues.
- Creative and "outside-the-box" approach to problem solving.



## **Scheduling Division**

This Division is responsible for developing the Governor's long-term and day-to-day calendar and coordinating participants and helping staff scheduled events.

### **Satellite Offices:**

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#### **Northern Michigan**

This office is located in the city of Marquette, and serves as the Governor's liaison to the residents of Northern Michigan on issues including, but not limited to, rural public policy, special projects, and coordination with public officials.

#### **Southeast Michigan**

This office is located in the city of Detroit, and serves as the Governor's liaison for the counties of Wayne, Oakland, Macomb, Monroe and Washtenaw.

#### **Washington D.C.**

This office serves as the Governor's liaison to the nation's capitol, seeking to maximize Michigan's influence on legislation, and the regulatory and policy process at the federal level. It is also responsible for advising the Governor on issues of national importance.